
From: Patel, Snehal (CAO) [mailto:Snehal.Patel@cao.hctx.net]
Sent: Wednesday, August 17, 2011 5:44 PM
To: Patel, Snehal (CAO); 'Walters.Donn@epamail.epa.gov'; 'Miller.Garyg@epamail.epa.gov'; 'Sanchez.Carlos@epamail.epa.gov'
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Subject: Proposal for CEI for CAC's consideration and comments
Importance: Low

CAC members:

Thank you for considering our proposal at the CAC meeting today for the CEI meeting. Per EPA's request, please send your comments to me by Wednesday, Aug. 24 or sooner on any of the items below and I will revise and forward to EPA for their consideration. Time is of the essence with the proposed date for CEI meeting coming up soon and the time needed for EPA internal discussion so if I hear from everyone sooner (respond to me even if you have no specific questions but are ok with it), I will send it on (feel free to cc EPA). I have also added new members to our list including Joy Campbell (replacing Beverly Negri) with EPA and Jim Neece and Linda Broach with TCEQ. If I am missing anyone let me know.

Proposal for CEI meeting:

1. Potential Date: September 22, 2010, Location: Harris County Precinct 2 Highlands Community Center
- 2 Recommendation to create a planning committee that would report back to CAC but would work closely in preparing and reviewing the presentation materials, preparing responses to questions from last meetings/anticipating questions, ideas for outreach in getting the word out, agenda, helping on the day of the meeting etc. Those who would like to tentatively volunteer contingent upon EPA concurrence, please let me know. Final approval of materials and any other items would remain at the discretion of EPA.

Who do you plan on having sit on this committee? Will it be strictly agency, city, and county folks or are you willing to include a couple of community members? The reason I ask is sometimes it is good to have someone from the community give feedback on the materials we may be presenting. This helps us ensure that the material is understandable to the public and is being presented at the appropriate levels.

3. Big picture concept: As part of CIP and the outreach efforts to the community coupled with our experience and interest in reaching out to the public in our region, our request is that we along with the

members of CAC have a contributing role in planning and helping with the meeting. We understand it is an EPA meeting and EPA is the lead agency and we appreciate you considering our proposal.

4. The following are specific concepts:

- A. We would like to propose the use of a facilitator (e.g. Diane Sheridan). Commissioner Morman with Precinct 2's office has hired Diane for their town hall meetings and one knows the local audience and does a good job. The facilitator would do the introductions, lay out the rules, and manage Q&A and pace and tone of the meeting. It is the neutral person not associated with any of us. After the initial phase, she would handle it over to Donn Walters who could be panel moderator.

I think using a facilitator is a great idea. So far I have not attended a meeting for SJRWP that has been very "heated" but I think facilitation is always a good idea. If you have a good facilitator it helps keep the meeting on track and helps ensure that community members are recognized.

- B. We propose the following rules: Q&A at the end when folks can come up to the mike. Each person would be handed a notecard at the beginning and asked to jot down questions/comments as they occur during the presentation and then come up during the Q&A. Or if they are shy, hand them to someone who will give them to the facilitator or they can turn them into us for consideration.

Good idea

- C. We heard some concerns about folks not getting timely notice of the last CEI meeting. We suggest discussing how to get the word out. The CAC members can help with distributing the information as well and having a notice at Highlands.
- D. A 6-6:30 pm timeslot at the beginning that is a meet and greet. We would set up different exhibits/areas that the public could look through with staff at each exhibit. The exhibits would be in categories such as – Background/History, Short-term Containment, Fish Advisories, Community Awareness (have actual signs, pictures of fencing etc.).

We have always had great success when we have an availability time before the meeting. We have found that some community members have questions but are uncomfortable asking them in front of a crowd. This gives them the opportunity to talk to specific agency staff without feeling intimidated.

- E. Including the RPs. in the public meeting and presentation (e.g. David Keith). The RPs can help with preparing materials and helping with setting up the exhibits. The work has already begun in terms of what was shared at the last CAC meeting (example of presentations, liner etc.)
- F. Do a dry-run/ plus share slides with planning committee for input.
- G. Discuss issues raised at previous meetings and be prepared with responses that are clear, acronym free, and understandable to the public. Companies have shared a transcript of the previous meeting that would be useful for that purpose.
- H. **Proposed Agenda** for actual Two Hour Meeting but start-time of 6 pm for the exhibits and end-time of 8:30 (and can increase if more questions).
 - a. Meet and Greet/Exhibits/Informally respond to Questions (6-6:30 pm)
 - b. Introductions/Rules by Facilitator (10 minutes)
 - c. Moderator – sets up technical panel. Panel provides General Overview/Background/Summary of SJRWP Superfund Site and where we have been and where we are now and plans for future (assume that the person who has walked in knows

nothing and these are brief slides that set the stage. David Keith provides an example from the last CAC meeting and we could work off that (10 minutes)

- d. Short-Term Containment (30 mins)
- e. Long-Term Investigation and Remedial Solution (e.g. RI/FS discussion and where we are now and where we will end up and this could cover the sampling results, southern impoundments etc.) (20 mins)
- f. Discussion on Fish Advisories and Dioxins in the Waterways (we got some questions about what can we eat etc and we would suggest having Tina with TDSHS and Bob/Scott at GBF present the materials. GBF has excellent materials that are easy to understand in terms of what to eat where and what fish advisories apply. (10 minutes)

DSHS can certainly give a presentation but I would like to make sure that I know exactly what information the CAC feels should be covered. If the only concern we would be addressing is “which fish/how much can we eat” then that may be better represented by some type of educational materials that citizens can take away with them. I think that if GBF already has the material available then maybe they should be the ones to present. It may get a little confusing to have both of us presenting – especially if any information we present contradicts the other. I would interested in seeing what GBF has that applies to fish consumption and the advisories.

- g. Q&A (40 minutes)

(c, d, and e would be a panel with Donn as moderator and experts on the panel to include Val, Gary, David, Linda/Luda on the panel and any the planning committee suggests)

Thank you for considering this proposal and I look forward to your comments.

Best wishes,
Snehal

From: Linda Henry [mailto:lhenny@poha.com]

Sent: Thursday, August 18, 2011 5:29 PM

To: Patel, Snehal (CAO)

Cc: Walters.Donn@epamail.epa.gov; 'miller.garyg@epa.gov'; Sanchez.Carlos@epamail.epa.gov; Nicole Hausler; Garry McMahan

Subject: RE: Proposal for CEI for CAC's consideration and comments

[Snehal,](#)

[I like the proposed organization of the meeting. A few questions: Is Diane Sheridan a consultant currently under contract with Harris County? Assuming yes, will she be paid for her work relating to the CAC from the Harris County contract? Is she with a company; if yes, what company? Would she “enforce” time limits during the meeting? In #4B of your email, who is the “us” designated to accept questions? I like the idea of posting notice of the meeting at the community center because at the last meeting, I got the sense that many of the folks attending the meeting visit the community center regularly. Nearby supermarkets, if they agree, may also be good places to post meeting notices \(everyone has to eat, right?\). I don’t know whether a committee is needed to plan meetings, since after the first meeting under this plan, much of the](#)

information and presentation will be the same or similar to what was already done. Thanks, Snehal.

Linda Henry